

# CCTV Center for Media & Democracy

Town Meeting TV | CCTV Productions | Vermont Language Justice Project

## MINUTES

**9 February 2023 - Thursday**

**10:15 a.m. - 11:30 a.m.**

CCTV HQ - 294 N. Winooski Avenue BTV

**Upcoming Meetings:** 3/16, 4/13, 5/11, 6/8 (Annual Meeting), 7/13, 8/24, 9/14 | [Board Calendar + Agenda Items](#)

**Resources:** [Board Handbook](#) | [Board Terms](#) | Dashboard [Link](#) | [Strategic Direction](#) | [Succession Model Proposal](#) | [Bylaws](#)

**PRESENT:** Elaine Haney, Mary Simons, Bryan Davis, Eric Covey Absent: Shay Totten, Tony Collier

**Staff:** Meghan O'Rourke, Jordan Mitchell, Bobby Lussier, LG Davitian, Alison Segar

### 1. For Adoption

**a. Financial Reports** - [January 2023](#) - Approved - A good month, a steady year.

**b. Minutes** - [January 2023](#) - Approved

**c. 2022 Audit** - Attach (Please review in advance and prepare questions).

Presentation with Todd Wimette

- [CCTV 990 FY22](#)
- [CCTV Audit FY22](#) (PW2888) - Board Motion to accept the Audit and Auditor Report - Approved.

Todd has worked with CCTV on annual audit and 990s for several years. A quick feel: looks at numbers, internal processes, agency as a whole to assess audit risks (financial reporting - typically in revenue area). Every year we get a refresh of where the agency is "in the moment". Audit is complete for this year.

CCTV has a clean opinion. There were five audit adjustments (depreciation, grant restriction, pre-paid expenses). CCTV is fiscally sound with no debt. The agency funds itself. Deferred revenue did jump \$21K due to new grants with work not yet performed. The big change was in the grant revenue due to VLJP (\$150K+). Town

Meeting TV used to be 70% of the revenue and now it reflects 60%. Expenses for VLJP was \$125K. Overall, net assets increased \$40K.

CCTV reflects revenue diversification that is health. We have a good mix and a strong cash balance, which reflects 6 months of operations (\$535K).

Biggest expenses: Personnel, pretty typical.

Statement of Cash Flow - Most valuable statement to reflect how we fund our work. Typically would see Operating, investments and financing. (We don't have financing).

Note 8: Availability and Liquidity is the most important note. Organization as it is set up to do a good job. "Things look well."

With addition of VLJP and its federal grant sources, CCTV may be nearing the \$750K threshold requiring an A133 Single Audit. This type of audit is focused on compliance for example purchasing requirements. Todd reinforced the important idea that federal grant administration can create capacity and financial burdens that the organization must be clear about before it assumes. For example, federal regs limit administrative overhead to 10% (unless you are granted a waiver, which is sought agency by agency). Given that the administrative costs for VLJP are 22%, a federal grant would be a money loser (as is the current CDC grant which we supplement with grant funds to offset the admin costs). See:

<https://www.hhs.gov/about/agencies/asfr/data-act-program-management-office/single-audit/index.html> - p 29

**2. Program Update:** Town Meeting TV Update - Jordan Mitchell - 35 forums this during February, candidates and covering 5 of the 6 ballot items for Burlington. Also covering community discussions on ballot items. Maintaining our regular programming, hoping to do this without stretching capacity with Town Meeting TV. Rank choice voting partnership with VPIRG.

Approach to ballot items. In the fall Town Meeting TV did not choose to cover ballot items on Slavery (Prop2) and Abortion issues (Prop5). This was brought to our attention by the Vermont Racial Justice Alliance. We met with them to reflect on that decision as more than an individual decision, but also one that reflects systems of

thinning and institutionalized racism. While we were in Town Meeting TV policies to cover or not issues, it was an oversight to not understand how important both of these would be to the communities we serve. This led to a different approach to ballot qs for Town Meeting. We sent a general request to our community partners to see if there was interest or people to speak on the matters. The input of VLJP influenced how we are covering the ballot questions. Town MEeting TV will review election policies in advance of Town MEeting 2024.

March 7th Live Results Show at 7 p.m.

Currently hiring a new Co Director of Town Meeting TV to handle Production Coordination. Interviews next week.

In the meantime, Jordan Mitchell is the acting Town Meeting TV Co-Director managing production and learning what she needs to to take on employee management, Trustees management, and general oversight of TMVTV with excellence and care. Thank you!

### **3. For Discussion / Decision**

**a. Hiring Committee + Succession Discussion** - Discuss: Time Frame, Responsibilities, Who will do it. Highlights: To be prepared for the March Meeting. (11.05) - Meghan and LG working on a Succession Time frame with some recommendations about how to proceed.

**Hiring Committee** - 2 board and 2 staff members. Could start by reviewing the job descriptions, look at tangible and intangible properties. Work would begin in early March. Will Meghan be one of the two staff members on the committee? Will we have a member of the community? Meghan will have a role to play. Needs to be really clear who is the ultimate decision maker and have a decision making process. Will the committee put forward a single or multiple recommendation to the Board. This is a Board process.

Board members please consider if you would like to be on that committee. Staff members should also consider this question. And this group would come up with the process.

**Come up with key questions to inform the “draft charge” - Research this.**

- Board is decider for leadership, what process is used by the Board to decide
- Board gives charge that includes:
  - Does committee make one or multiple recommendations
  - What is Meghan's role?
  - Community Member separate member?
  - Rubric/ Criteria for decision making

<https://www.bridgespan.org/insights/library/hiring/creating-managing-search-committee>

<https://www.developmentguild.com/executive-search/how-to-form-and-manage-an-effective-search-committee/>

<https://leadingwell.org/2021/10/13/thoughts-on-hiring-a-new-ceo-or-ed/>

**b. Development Update:** Check in on Board Thank You's to Top Givers; **d. DEI RFP** - VCF Grant, RFP for Equity Audit - Next Step on Proposal. Also quick update on Nat Ayer Archives Fund. (10 minutes) (Bobby Lussier)

**Feedback from the Thank You Calls:** Generally positive feedback. Interesting how low the typical donation is so this is a good strategy to increase those gifts.

**Nat Ayer Archives Fund** - Thinking about framing a campaign for larger donors with a video program to support the ask, make it on the 39th Anniversary Event. A year long campaign that would culminate in the 40th Anniversary Party.

**DEI** - Next Step to meet with DEI consultants.

**VLJP** - 85K in proposals pending. Working on smaller funders and different pots of federal funds that we can work in partnership to apply for, plus unspent ARPA funds.

**Working also on Town Meeting Day appeal** - LYBNTY Snail Mailing (40) + 4 set email appeal in Feb and early March. (LYBUNT - Last year but not this year)

**c. Board Recruitment Update** - Akol Aguek Update - Akol's availability is evenings only. That conversation could be taken up next month. Start with a pol that elain will send to board members. We have three open seats. Meghan can discuss with staff.

Eric Covey could reach out with Alex Yin as a prospect.

It could make it more flexible for Board but perhaps more challenging for staff members.

#### **4. Co-Directors Report -**

**CCTV Audit** - Wisehart and Wimette have completed the FY22 Audit and 990s. Todd will join us at the meeting. Please review and be prepared with questions. (See Link Above.)

**T-Bills** - Created a new account at Merrill Lynch, they will purchase \$300K in T Bills 12 months plus \$100K in money market.

**Advocacy** - With VAN, CCTV has found a sponsor (Rep. Avram Patt/ Washington County) for our pole attachment bill. We've seen a draft and it needs more work. Upcoming are House Appropriation Committee Budget Public Hearings in February. Stay Tuned!

**Development Report** - We've finished UVM Medical Center grant for VLJP and are looking at a number of local and federal funding sources. We are also spec-ing a NEH grant for the spring + drafting ideas for the [Nat Ayer Archives Campaign \(DRAFT\)](#). We will be eager to hear about your conversations with our donors at the meeting.

**Town Meeting Forums** - Town Meeting TV forums are under way. Jordan will be providing an update at the meeting. We expect a full lineup of election programming and a results show on that first Tuesday.

As part of November's general election coverage, Town Meeting TV opted not to host debates for the two constitutional ballot items Proposal 2 (addressing slavery and indentured servitude) and Proposal 5 (addressing reproductive rights). This decision was made because of available resources and the idea that they would both easily pass. This second rationale was called into question when members of the community requested that we hold forums on both issues in the late days of the election season. These requests were honored.

In order to better understand the decision making process, Rev. Mark Hughes and members of Vermont Racial Justice Alliance asked to meet with Town Meeting TV staff and CCTV leadership to discuss the "color blindness" that led to the original

decision to not cover the event. The conversation was reflective and led Town Meeting TV staff to think differently about including the community in decision making about election coverage. Accordingly, in advance of Town Meeting Day (3/7/23), we sent a general request to our community partners to ascertain interest in Burlington ballot items and/ or recommendations for people to speak on these issues. The result is that five of the six ballot questions will be included as part of Town Meeting TV's election coverage.

**Vermont Language Justice Project - [VLJP has a new website!](#)** And a new intern Anna from UVM Geography Dept. who is looking into our data (with a cheerful heart). Bobby is working with Alison to identify federal and local funding opportunities. And interest in projects is steadily growing.